

INSTRUCTION MANUAL

PUPIL TRANSPORTATION ANNUAL REPORTS



July 1st through June 30th

**On-Line Reporting
MEDMS**

On-line Reporting of Pupil Transportation

***** Remember, you are reporting for period ending June 30th *****

REQUIRED REPORTS:

- **Vehicle Inventory Report (EF-T-24) - Applies to all vehicles used for pupil transportation during the reporting year; both publicly owned (school unit) and privately owned (contracted)**
- **Safety and Training Report (EF-T-21) – One report for each school unit.**

Link to On-line Reporting:

https://www.medms.maine.gov/MEDMS/Medms_Welcome.aspx

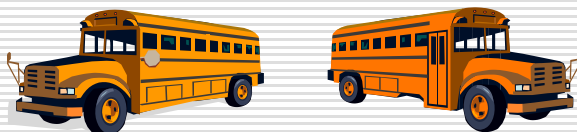


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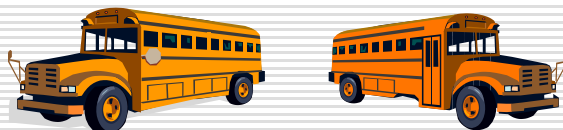


QUESTIONS?

22

GETTING STARTED

- If you do not have access to MEDMS, see your MEDMS Administrator for a Username and Password. You will need to have "Transportation Director/Administrator" permission.
- The Vehicle Inventory Report (EF-T-24) gathers data on all vehicles used to transport students and covers both school-owned (public) and contracted (private) vehicles. There are specific instructions provided at the top of the EF-T-24. Please read and follow those instructions very carefully.
- If a field is gray, the information is not needed for that vehicle, so the field is not available for use.
- In addition to the information provided in this document, follow any popup instructions or other instructions provided on the form as you complete the on-line reports.
- When a report has saved successfully, all data entered goes directly to the database here at the Department of Education. Incomplete reports will not save successfully. The saved data remains available and it is possible for you to make changes/corrections as needed prior to the reporting deadline, even if you have saved it previously.
- For security reasons, the system will time out when idle. If that happens, any data you have already entered will be lost and will need to be re-entered. To avoid this, have your data available before you begin the reports.
- You are strongly urged to print your reports as you complete them for your records. Printing instructions are at the bottom of the reporting forms.



MEDMS WEBSITE

https://www.medms.maine.gov/MEDMS/Medms_Welcome.aspx


LOG ON SCREEN

MEDMS Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://www.medms.maine.gov/MEDMS/Medms_Welcome.aspx Go Links

 Welcome to the Maine Education Data Management System (MEDMS)

[Logon Help](#)

Please enter your Username and Password.

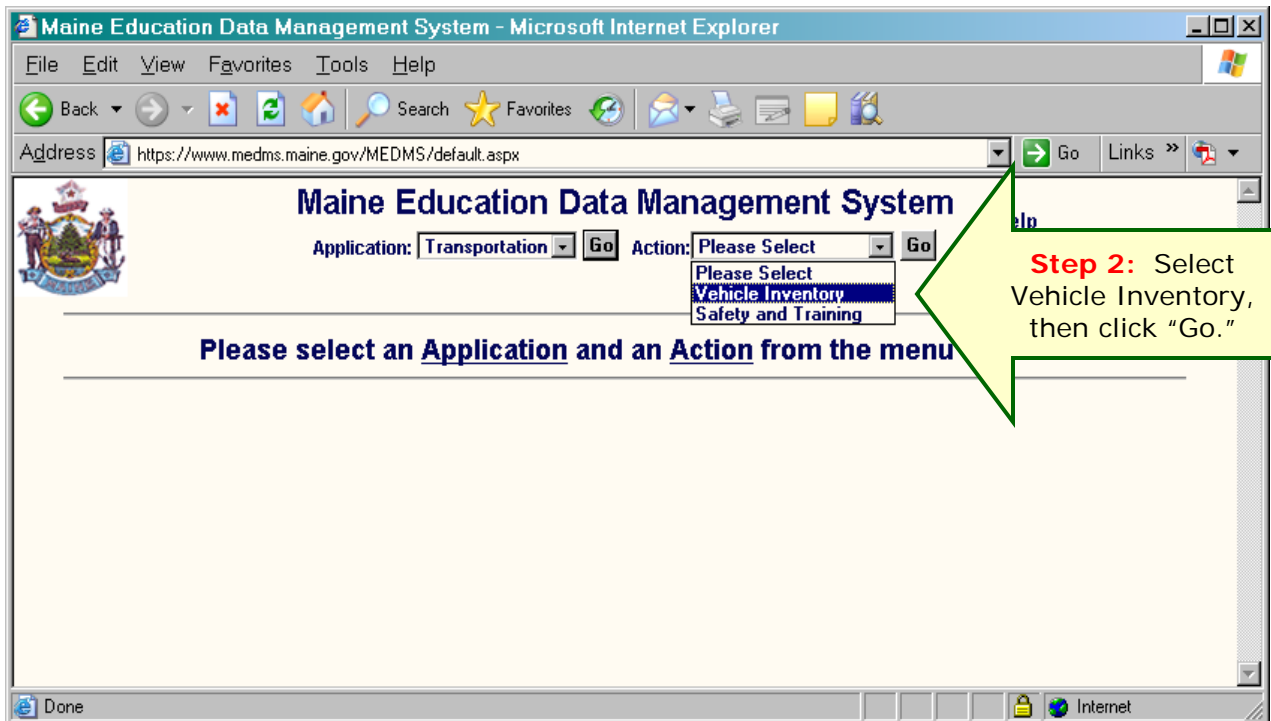
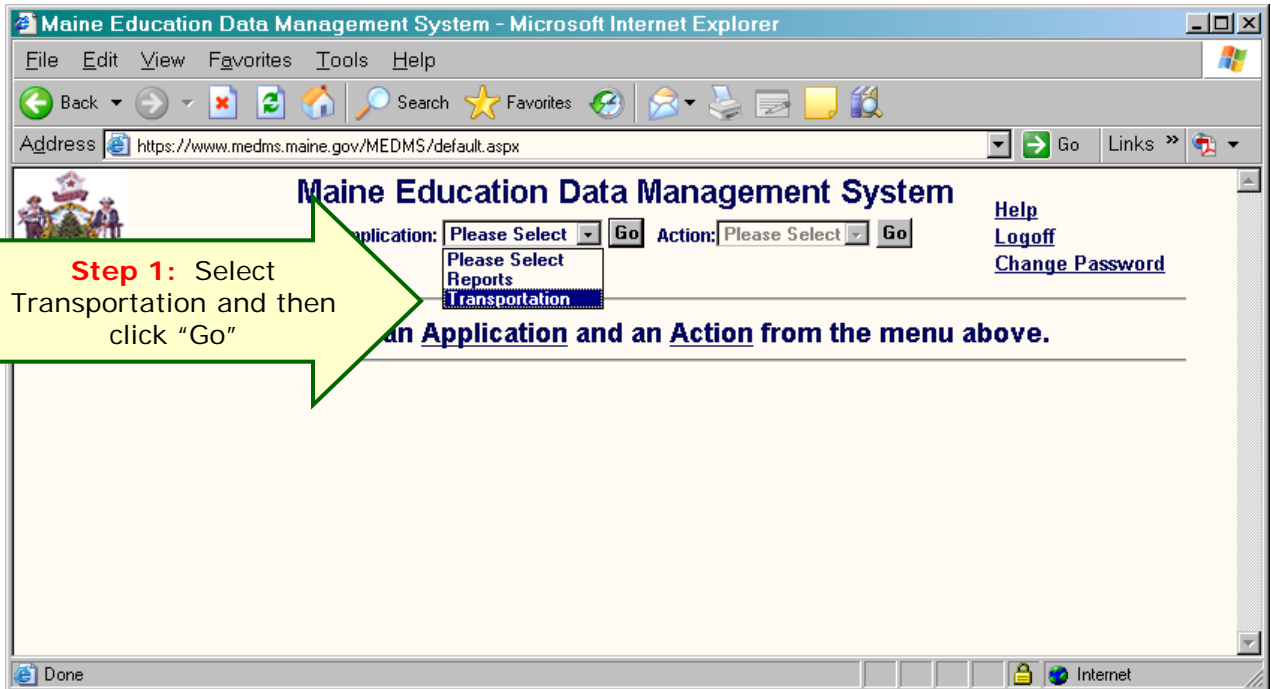
Username:

Password:

Enter your Username and Password. You must have **Transportation Director/Administrator** permission to proceed.

Internet

Selecting the Application and Action



VEHICLE INVENTORY REPORT

EF-T-24

School Unit Selection

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail

Address http://www.medms.maine.gov/MEDMS/Medms_BusInventory.aspx?app=Transportation&role=Vehicle%20Inventory&parent=TUchild=U&action=read Go Links

Maine Education Data Management System

Application: **Transportation** Go Action: **Vehicle Inventory** Go

[Help](#)
[Logout](#)
[Change Password](#)

Select an Application and an Action from the menu above.

Vehicle Inventory Form (EF-T-24)

Select SAU:

Name of Person Completing this Report: Email Address:

Phone Number: Fax Number:

☐ No Student Transported/No Transportation Provided

REMEMBER, YOU ARE REPORTING FOR PERIOD ENDING JUNE 30, 2007. ANY REORGANIZATION PLANS WILL NOT AFFECT THIS REPORT.

IMPORTANT INSTRUCTION

PLEASE READ BEFORE COMPLETING THIS FORM

Step 1: Update and save your inventory data for each vehicle BEFORE changing and saving the STATUS.

Step 2: After entering and saving the updated vehicle data you may then change and save the Vehicle Status, if

VEHICLE INVENTORY REPORT

EF-T-24

Contact Information

First: Verify your email address and phone number. Then verify or fill in your fax number with no parentheses, no spaces and no hyphens – enter ten numbers, example: 2071234567

School units that **DO NOT** have any students transported and **DO NOT** provide student transportation, check this box, then click the Save Changes button.

Once you have saved this page, you can go directly to the **Safety and Training Report**.

To get to the **Safety and Training Report**, go to **Action** at the top of the screen, select **Safety and Training**, then click **GO**.

If your school unit **DOES** transport students and buses were reported last year, the Inventory of those buses will appear on this page. Go to next page in this INSTRUCTION MANUAL for additional information and instructions.

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://www.medms.maine.gov/MEDMS/Medms_BusInventory.aspx?app=Transportation&role=Vehicle%20Inventory&parent=1&chi Go Links

Maine Education Data Management System

Location: **Transportation** Go Action: **Safety and Training** Go

Please Select
Vehicle Inventory
Safety and Training

[Help](#)
[Logoff](#)
[Change Password](#)

an Application and an Action from the menu above.

Vehicle Inventory Form (EF-T-24)

Select SAU: **Carroll Plt School Department**

Name of Person Completing this Report: **LOWELL, PAULA**

Phone Number: **(207)738-2665**

Email Address: **plowell@sad30.k12.me.us**

Fax Number: **2077382010**

☐ No Student Transported/No Transportation Provided

[Instruction Manual](#)

Add a Contracted Vehicle **Save Changes**

VEHICLE INVENTORY REPORT EF-T-24

Special Instructions

Special Instructions for completing the **Vehicle Inventory Report**. Please read these very carefully then go to the next page in this Instruction Manual for more detailed instructions.

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://www.meds.maine.gov/MEDEMS/Medms_BusInventory.aspx/app=TransportationRole=Vehicle%20Inventory&VehicleID=0&action=read Go Links

REMEMBER, YOU ARE REPORTING FOR PERIOD ENDING JUNE 30, ____ ANY REORGANIZATION PLANS WILL NOT AFFECT THIS REPORT.

IMPORTANT INSTRUCTION

PLEASE READ BEFORE COMPLETING THIS FORM

Step 1: Update and save your inventory data for each vehicle BEFORE changing and saving the STATUS.

Step 2: After entering and saving the updated vehicle data you may then change and save the Vehicle Status, if appropriate, to take the vehicle out of service or to remove it as a contracted vehicle.

Completing the data on the ?Inventory Data? update page IS REQUIRED for all owned and contracted vehicles in use for your school unit during the current reporting year. Failure to provide this data will understate the miles traveled for student transportation in your school unit and could result in loss of subsidy.

[Instruction Manual](#)

Serial Number	Year	Vehicle Make	Status	Inventory Data	Completed
03298	1995	Thomas	In Service	Inventory Data	Yes
0401	2002	Thomas	In Service	Inventory Data	Yes
0602	1998	Thomas	In Service	Inventory Data	Yes
12730	2001	Thomas	In Service	Inventory Data	Yes
2120	2009	Thomas	In Service	Inventory Data	Yes
21988	2001	Thomas	In Service	Inventory Data	Yes
21989	2001	Thomas	In Service	Inventory Data	Yes

Done Internet

VEHICLE INVENTORY REPORT

EF-T-24

Entering Inventory Data and Status

IMPORTANT: It is **IMPERATIVE** that Inventory Data (Step 1) be entered **BEFORE** verifying/changing the Status (Step 2). Doing Step 2 before Step 1 may cause the vehicle to disappear from your inventory list and you will not be able to enter the Inventory Data.

If that should happen, contact Pat Hinckley (624-6886) ASAP for assistance.

PLEASE READ BEFORE COMPLETING THIS FORM

Step 1: Update and save your inventory data for each vehicle **BEFORE** changing and saving the STATUS.

Step 2: After entering and saving the updated vehicle data you may then change and save the Vehicle Status, if appropriate, to take the vehicle out of service or to remove it as a contracted vehicle.

Step 1: Update and save inventory data for all vehicles. See the next page of this Instruction Manual for more detailed instructions on entering Inventory Data.

Step 2: Review and update Status and **save changes** for all vehicles.

2 update page IS REQUIRED for all owned and contracted vehicles in use
ing year. Failure to provide this data will understate the miles traveled for
student transportation in your school unit and could result in loss of su

Step 3: Once all Inventory Data has been entered and the Status for each vehicle has been reviewed and updated, click **Save Changes** to save this Inventory Report.

Serial number	Year	Vehicle Make	Status	
41189	2007	Blue Bird	Contracted	Inventory Data
41190	2007	Blue Bird	Contracted	Inventory Data Yes
41191	2007	Blue Bird	Contracted	Inventory Data Yes
41192	2007	Blue Bird	Contracted	Inventory Data Yes

Add a New SAU Owned Vehicle

Add a Contracted Vehicle

Save Changes

Done

Internet

Vehicle Inventory and Usage Edit Form

Example of a SCHOOL-OWNED Vehicle Currently In Service

ALL fields must be reviewed and updated. Specific instructions for some fields are provided in green boxes.

If you are reporting a school-owned vehicle, leave this line plant.

Serial # must be last 5 digits of the VIN. If 4 or fewer digits were reported last year, you **MUST** change it to the last 5 digits here.

If the vehicle you are reporting is a school bus, select the correct School Bus Type

If the odometer has been change since last year's report, click this box and additional fields will appear to enter the beginning reading and the ending reading on the new odometer.

Contractor Name: Edit Existing Contractor Add New Contractor

Serial No. (VIN): Year:

Vehicle Capacity:

Vehicle Type: Fuel:

Click on this ? for a description of bus types

School Bus Type: Body: Chassis:

Gross Vehicle Weight: Primary Use:

Features:

Auto Transmission: ☒ yes

Air Brakes: ☐ yes

Lift Equipped: ☒ yes

Two Way Communications: ☐ yes

Annual Mileage by Usage Type:

Annual Route Miles:

Annual School-To-School Miles:

Annual Trip Miles:

Other (Non-School Related):

Total Usage Miles:

Odometer Readings (Original Odometer): Previous: Ending:

Was the odometer on this vehicle changed since last year's submission? If yes, please check this box and provide beginning and ending mileage amounts of the new odometer: ☐

Annual Miles (Calculated):

Save Return Return will return you to the Vehicle Inventory page without saving your changes.

We strongly encourage you to print each screen as it is completed for your records. To print, right click on the screen and select Print.

Year must be four (4) digits, i.e. 2006 (not "06")

Enter actual capacity – no range or approximate numbers

You must enter a number or 0 in each field. Hover over each box for a description of each Usage Type.

MEDMS will fill in the total when the page is saved successfully

Enter the odometer reading on 6/30 of this year

Once you have completed the entire form, click **Save**. If the form is complete, the following message will appear: **"Thank you for updating your Vehicle Inventory/Usage."**

If data is incomplete or incorrect, an error message will appear in **FUSCIA** at the bottom of the form. Simply scroll up to find and correct the data. Then click **Save** again.

ALWAYS CLICK "SAVE" BEFORE YOU CLICK "RETURN" OR THE DATA YOU ENTERED ON THE FORM WILL BE LOST.

Vehicle Inventory and Usage Edit Form

Example of a CONTRACTED Vehicle

ALL fields must be reviewed and updated. Specific instructions for some fields are provided in green boxes.

The screenshot shows the 'Vehicle Inventory and Usage Edit Form' in a web browser. The form is titled 'Vehicle Inventory and Usage Edit Form' and has a URL of 'https://www.medms.maine.gov/MEDMS/MEDMS_BusAddEdit.aspx'. The form contains several sections: Contractor Information (Contractor Name, Serial No. (VIN), Year, Vehicle Capacity), Vehicle Information (Vehicle Type, Fuel, School Bus Type, Body, Chassis), Gross Vehicle Weight, Primary Use, Features, Annual Mileage by Usage Type, Total Usage Miles, and Odometer Readings. The form is filled out with example data for a contracted vehicle. Green arrows point from text boxes to specific fields, and a red box highlights the Annual Mileage section.

The Contractor listed on last year's report will show here. If it is incorrect, use the drop down arrow to select the correct contractor. **Be sure to select the correct contractor local office for your SAU.**

See next page for examples of the "Edit Existing Contractor" form and the "Add New Contractor" form.

Enter the year as four digits, i.e. 2006 (not "06")

Enter actual capacity – no range or approximate numbers

You must enter a number or 0 in each field. Hover over each box for a description of each Usage Type.

The program will fill in the total when the page is saved successfully.

Serial # must be **last 5 digits** of the VIN. If 4 or fewer digits were reported last year, you **MUST** change it to the last 5 digits here.

GVW not required for contracted vehicles

Odometer readings **are not** required for contracted vehicles.

Once you have completed the entire form, click **Save**. If the form is complete, the following message will appear: **"Thank you for updating your Vehicle Inventory/Usage."**

If data is incomplete or incorrect, an error message will appear in **FUSCIA** at the bottom of the form. Simply scroll up to find and correct the data. Then click **Save** again.

ALWAYS CLICK "SAVE" BEFORE YOU CLICK "RETURN" OR THE DATA YOU ENTERED ON THE FORM WILL BE LOST.

Vehicle Inventory and Usage Edit Form

Updating and Adding Contractor Data

All fields are required on these forms except the e-mail address. However, if you have the email address, please fill that in as well.

Be sure to select the correct contractor local office for your SAU. For example, First Student in Augusta will not have the correct contact information for First Student in Hampden or First Student in Alton.

Update Bus Contractor Form

Contractor Name: First Student, Inc

Mailing Address: 2341 Bennoch Road

City: Old Town State: ME Zip: 04465

Phone No: 2073943286 (1111111111) Fax No: 2073943287 (1111111111)

Contact: Bonnie Sullivan E-Mail Address: bonnie.sullivan@fs.first

Save Cancel

New Bus Contractor Form

Contractor Name:

Mailing Address:

City: State: Zip:

Phone No: (1111111111) Fax No: (1111111111)

Contact: E-Mail Address:

Save Cancel

When adding a new contractor, fill in all required data and click SAVE. This will bring you back to the Vehicle Inventory and Usage Update Form. Use the dropdown arrow to select the contractor you just added.

ALWAYS CLICK "SAVE" BEFORE CLICKING "CANCEL" OR THE DATA YOU ENTERED ON THE FORM WILL BE LOST.

VEHICLE INVENTORY REPORT

EF-T-24

ADDING NEW VEHICLES

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Address Book

Address https://www.medms.maine.gov/MEDMS/Medms_BusInventory.aspx?app=Transportation&role=Vehicle%20Inventory&parent=1&child=0&acti Go Links

REMEMBER, YOU ARE REPORTING FOR PERIOD ENDING JUNE 30, ANY REORGANIZATION PLANS WILL NOT AFFECT THIS REPORT.

IMPORTANT INSTRUCTION

PLEASE READ BEFORE COMPLETING THIS FORM

Step 1: Update and save your inventory data for each vehicle BEFORE changing and saving the STATUS.

Step 2: After entering and saving the updated vehicle data you may then change and save the Vehicle Status, if appropriate, to take the vehicle out of service or to remove it as a contracted vehicle.

Completing the data on the "Inventory Data" update page IS REQUIRED for all owned and contracted vehicles in use for your school unit during the current reporting year. Failure to provide this data will understate the miles traveled for student transportation in your school unit and could result in loss of subsidy.

[Instruction Manual](#)

Serial Number	Year	Vehicle Make	Status	Completed
71285	2008	International	Contracted	<input type="button" value="Inventory Data"/>
71286	2008	International	Contracted	<input type="button" value="Inventory Data"/>
71287	2008	International	Contracted	<input type="button" value="Inventory Data"/>
M5570	2004	Thomas	Contracted	<input type="button" value="Inventory Data"/>

To add a new SAU/Publicly Owned vehicle, click here. This will bring you to a blank **Vehicle Inventory and Usage Edit Form**. Enter all required information (refer to page 13 for more detailed instructions.)

To add a new Privately Owned (Contracted) vehicle, click here. This will bring you to a blank **Vehicle Inventory and Usage Edit form**. Enter all required information (refer to page 13 for more detailed instructions).

Vehicle Inventory and Usage Edit Form

Example of a **NEW** SCHOOL-OWNED Vehicle

NEW = Added to your fleet during this reporting year or missed in previous reporting years.

ALL fields must be reviewed and updated. Specific instructions for some fields are provided in green boxes.

If reporting a school unit owned vehicle, leave blank

Serial # **must** be **last 5 digits** of the VIN. If 4 or fewer digits were reported last year, you **MUST** change it to the last 5 digits here.

Select Vehicle Type from the drop down arrow. If vehicle is a school bus, choose the correct School Bus Type.

Enter the odometer reading on the day the vehicle was put into service for your SAU. Or, if reporting a previously missed vehicle, the odometer reading as of 6/30 of this year.

Click this ? For a description of bus types

Year must be four digits, i.e. 2006 (not "06")

Enter actual capacity – no range or approximate numbers

You must enter a number or 0 in each box. Hover over each box for a description of each Usage Type

Program will fill in the total when the page is saved successfully

Enter the odometer reading as of 6/30 of this year.

This section only applies to new vehicles if the odometer was changed during the reporting year.

Once you have completed the entire form, click **Save**. If the form is complete, the following message will appear: **"Thank you for updating your Vehicle Inventory/Usage."**

If data is incomplete or incorrect, an error message will appear in **FUSCIA** at the bottom of the form. Simply scroll up to find and correct the data. Then click **Save** again.

ALWAYS CLICK "SAVE" BEFORE YOU CLICK "RETURN" OR THE DATA YOU ENTERED ON THE FORM WILL BE LOST.

The screenshot shows the 'Vehicle Inventory and Usage Edit Form' in a web browser. The form includes fields for Contractor Name, Serial No. (VIN), Year, Vehicle Capacity, Vehicle Type (School Bus), Fuel (Gas), School Bus Type (AT), Body (Blue Bird), Chassis (Blue Bird), Gross Vehicle Weight, Primary Use (General Student Transportation), Features, Auto Transmission, Air Brakes, Lift Equipped, Two-Way Communications, Annual Mileage by Usage Type (Annual Route Miles, Annual School-To-School Miles, Annual Trip Miles, Other (Non School Related)), Total Usage Miles, Odometer Readings (Original, Previous, Ending), and a section for odometer change (Was the odometer on this vehicle changed since last year?). The form also has a 'Save' button and a 'Return' button. A red box highlights the 'Annual Mileage by Usage Type' section. A purple arrow points to the 'Save' button. A green arrow points to the 'Serial No. (VIN)' field. A green arrow points to the 'Year' field. A green arrow points to the 'Vehicle Capacity' field. A green arrow points to the 'School Bus Type' field. A green arrow points to the 'Body' field. A green arrow points to the 'Chassis' field. A green arrow points to the 'Gross Vehicle Weight' field. A green arrow points to the 'Primary Use' field. A green arrow points to the 'Auto Transmission' field. A green arrow points to the 'Air Brakes' field. A green arrow points to the 'Lift Equipped' field. A green arrow points to the 'Two-Way Communications' field. A green arrow points to the 'Annual Mileage by Usage Type' section. A green arrow points to the 'Total Usage Miles' field. A green arrow points to the 'Odometer Readings' section. A green arrow points to the 'Was the odometer on this vehicle changed since last year?' section. A red arrow points to the 'Annual Mileage by Usage Type' section. A purple arrow points to the 'Save' button. A green arrow points to the 'Return' button.

Vehicle Inventory and Usage Edit Form

Example of a **NEW** CONTRACTED Vehicle

NEW = Added to your fleet during this reporting year or missed in previous reporting years.

ALL fields must be reviewed and updated. Specific instructions for some fields are provided in green boxes.

Use the drop down arrow to select your contractor. If your contractor is not listed, select the Add New Contractor button to add your contractor (see p. 11 for instructions on the New Bus Contractor form).

Serial # **must** be **last 5 digits** of the VIN.

GVW is not required for contracted vehicles

Click this ? For a description of bus types

Year must be four digits, i.e. 2006 (not "06")

Enter actual capacity – no range or approximate numbers

You must enter a number or 0 in each. Hover over each box for a description of each Usage Type.

Odometer readings are not required for contracted vehicles.

The program will fill in the Total Usage Miles when the page is saved successfully

The screenshot shows the 'Vehicle Inventory and Usage Edit Form' in a web browser. The form is titled 'Vehicle Inventory and Usage Edit Form' and includes several sections:

- Contractor Information:** Contractor Name (dropdown), Edit Existing Contractor, Add New Contractor.
- Vehicle Identification:** Serial No. (VIN), Year, Vehicle Capacity, Vehicle Type (dropdown), School Bus Type (dropdown), Body (dropdown), Chassis (dropdown).
- Vehicle Details:** Gross Vehicle Weight, Features (checkboxes for Auto Transmission, Air Brakes, Lift Equipped, Two-Way Communications), Primary Use (dropdown).
- Annual Mileage by Usage Type:** A red box highlights this section, which includes fields for Annual Route Miles, Annual School-To-School Miles, Annual Trip Miles, and Other (Non-School Related).
- Total Usage Miles:** A field for Total Usage Miles.
- Odometer Readings:** Previous and Ending odometer readings.
- Annual Miles Calculated:** A field for Annual Miles Calculated.

Green callout boxes provide instructions for various fields:

- Use the drop down arrow to select your contractor. If your contractor is not listed, select the Add New Contractor button to add your contractor (see p. 11 for instructions on the New Bus Contractor form).
- Serial # **must** be **last 5 digits** of the VIN.
- GVW is not required for contracted vehicles
- Click this ? For a description of bus types
- Year must be four digits, i.e. 2006 (not "06")
- Enter actual capacity – no range or approximate numbers
- You must enter a number or 0 in each. Hover over each box for a description of each Usage Type.
- Odometer readings are not required for contracted vehicles.
- The program will fill in the Total Usage Miles when the page is saved successfully

A red box highlights the 'Annual Mileage by Usage Type' section. At the bottom of the form, there are 'Save' and 'Return' buttons, and a message: 'Return will return you to the Vehicle Inventory page without saving your changes. We strongly encourage you to print each screen as it is completed for your records. To print, right click on the screen and select Print.'

Once you have completed the entire form, click **Save**. If the form is complete, the following message will appear: **"Thank you for updating your Vehicle Inventory/Usage."**

If data is incomplete or incorrect, an error message will appear in **FUSCIA** at the bottom of the form. Simply scroll up to find and correct the data. Then click **Save** again.

ALWAYS CLICK "SAVE" BEFORE YOU CLICK "RETURN" OR THE DATA YOU ENTERED ON THE FORM WILL BE LOST.

Vehicle Inventory Reports

Finishing and Saving Report

Once you have entered all Inventory Data and Status for all vehicles you should end back at this page. To save your data to the MEDMS database, always click the Save Changes button at the bottom of this screen.

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.medms.maine.gov/MEDMS/MEDMS_BusInventory.aspx

REMEMBER, YOU ARE REPORTING FOR PERIOD ENDING JUNE 30, . ANY REORGANIZATION PLANS WILL NOT AFFECT THIS REPORT.

IMPORTANT INSTRUCTION

PLEASE READ BEFORE COMPLETING THIS FORM

Step 1: Update and save your inventory data for each vehicle BEFORE changing and saving the STATUS.

Step 2: After entering and saving the updated vehicle data you may then change and save the Vehicle Status, if appropriate, to take the vehicle out of service or to remove it as a contracted vehicle.

Completing the data on the "Inventory Data" update page IS REQUIRED for all owned and contracted vehicles in use for your school unit during the current reporting year. Failure to provide this data will understate the miles traveled for student transportation in your school unit and could result in loss of subsidy.

[Instruction Manual](#)

Serial Number	Year	Vehicle Make	Status	Completed
41189	2007	Blue Bird	In Service	Inventory Data
41190	2007	Blue Bird	In Service	Inventory Data
41191	2007	Blue Bird	In Service	Inventory Data
41192	2007	Blue Bird	In Service	Inventory Data

Add a New SAU Owned Vehicle Add a Contracted Vehicle **Save Changes**

Once you have saved your data successfully, you are finished with the Vehicle Inventory portion of your report. Go now to the Safety and Training portion of your report.

Did you remember to print each page of your report for your records? If not, open each page and do that now.

SAFETY AND TRAINING REPORT EF-T-21

Verifying Contact Information

Maine Education Data Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.medms.maine.gov/MEDMS/Medms_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=1 Go Links

Maine Education Data Management System

Application: Go Action: Go

Please select an Application and an Action from the menu above.

[Instruction Manual](#)

Safety and Training (EF-T-21)

Select SAU:

Name of Person Completing this Report:

Email:

Address:

Phone Number:

Fax Number:

[Part I - Bus Driver Training \(EF-T-21\)](#)

FIRST: Verify that the correct SAU is listed. If it is not, contact the MEDMS Helpdesk at 624-6896.

SECOND: Select your name. If your name is not listed, contact the MEDMS Helpdesk at 624-6896.

THIRD: Verify your email address and phone number. Then verify or fill in your fax number with no parentheses, no spaces and no hyphens – **enter ten numbers, example: 207123456.**

SAFETY AND TRAINING REPORT

PART I

IMPORTANT INSTRUCTIONS FOR THE EF-T-21: All fields **MUST** be filled in even if the school unit has no students or if all students are transported by another school unit. In the case of students being transported by another school unit, report everything as zero except the **Number of Students Transported by Another SAU (Question 8C)** and any **crash data** relative to students driving or riding to and/or from school in private vehicles **(Question 16)**. **Also in the case of students being transported by another school unit**, the transporting school unit must include the data for your students as part of the report for their school unit, except **Questions 8C and 16**. For **Questions 8C and 16** they would report only their unit's students. If you have any questions about what you should be reporting, contact Pat Hinckley at 624-6886 or Pat.Hinckley@Maine.Gov

Part I - Bus Driver Training (EF-T-21)

If you have contracts for school bus service with more than one contractor, you must consolidate the information from all of the bus contractors onto one report for submission to the Department. **EXAMPLE:** If you have two contractors and one employs 5 drivers and one employs 7 drivers, the total drivers employed would be 12. Likewise, If contractor A hired 1 new driver this reporting year and contractor B hired 2 new drivers, the total drivers hired this reporting year would be 3. If contractor A with 5 drivers provides 8 hours of inservice training to each of their drivers and contractor B with 7 drivers provides 16 hours of inservice training to each of their drivers, then the reported hours of inservice training per driver would be the weighted average of the two contractors or: $((5*8) + (7*16)) / 12 = 13$ hours.

1. Total number of male drivers employed: (full and part time):	<input type="text"/>
2. Total number of female drivers employed: (full and part-time):	<input type="text"/>
3. Number of new bus drivers hired this reporting year:	<input type="text"/>
4. Total number of hours of initial training given to each new busdriver:	<input type="text"/>
5. Total drivers receiving in service training (workshops, seminars, road-e-o):	<input type="text"/>
6. Average number of hours of in-service training given a driver during the reporting year:	<input type="text"/>

7. This reporting year, how many of your drivers and mechanics participated in:

	Drivers	Mechanics
a. DOE/MAPT Regional Conference/Road-E-O	<input type="text"/>	<input type="text"/>
b. DOE/MAPT Annual Safety Conference @ Sugarloaf	<input type="text"/>	<input type="text"/>

SAFETY AND TRAINING REPORT

PART II

Maine Education Data Management System - Microsoft Internet Explorer

Address: https://www.meds.maine.gov/MEDMS/Medms_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1&action=add

Part II - Pupil Transportation and Training

To calculate the number of students transported, use the following formula: Number of full-day riders in the morning *plus* Number of full-day riders in the afternoon divided by 2 *plus* Number of 1/2-day pre-K and K riders in the morning *plus* Number of 1/2 day pre-K and K riders in the afternoon

	Grade 9-12	PreK - 8
8A. Average total resident students transported daily by your unit:	<input type="text"/>	<input type="text"/>
8B. Average total non-resident students transported daily by your unit:	<input type="text"/>	<input type="text"/>
8C. Average total resident students transported by another unit or private school:	<input type="text"/>	<input type="text"/>

9. How many students from your total student population received training this reporting year in:

a. Safe Riding Practices	<input type="text"/>
b. Evacuation Drills	<input type="text"/>

10. Do students who do not regularly ride a school bus receive Safe Riding Practices and Evacuation Drills Training?

☐ Yes
☐ No

SAFETY AND TRAINING REPORT

PART III

Maine Education Data Management System - Microsoft Internet Explorer

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Address https://www.meds.maine.gov/MEDMS/Medms_BusTraining.aspx?app=Transportation&role=Safety%20and%20Training&parent=0&child=1§ion=add Go Links

Part III - Safety

11. How many crashes involved school buses (\$1,000 or more property damage/personal injury or death)?	<input type="text"/>	
12. Number of school bus crashes considered preventable:	<input type="text"/>	
13. Number of school bus crashes that were due to bus driver error:	<input type="text"/>	
14. Number of school bus crashes due to mechanical failure of the bus:	<input type="text"/>	
15. Number of injuries and deaths resulting from school bus related crashes:		
	Injured	Killed
a. School bus drivers:	<input type="text"/>	<input type="text"/>
b. School bus passengers (student):	<input type="text"/>	<input type="text"/>
c. School bus passengers (non-student):	<input type="text"/>	<input type="text"/>

Done Internet

SAFETY AND TRAINING REPORT PART III (cont'd)

Maine Education Data Management System - Microsoft Internet Explorer

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Address https://www.meds.maine.gov/MEDMS/Medms_BusTraining.aspx?app=Transportation&rule=Safety%20and%20Training&parent=0&child=1§ion=edd Go Links

d. Driver of other vehicle(s) involved:	<input type="text"/>	<input type="text"/>
e. Passenger(s) in other vehicle(s) involved:	<input type="text"/>	<input type="text"/>
f. Pedestrian(s) or other person(s) not traveling in a motorized vehicle:	<input type="text"/>	<input type="text"/>
g. Students loading/unloading or at the bus stop:	<input type="text"/>	<input type="text"/>

Submit Form

Click **Submit Form** before exiting this report or your data will be lost requiring you to enter it again. If the form is complete you will get the message: **"Thank you for completing the Safety, Training and Operations Form."** If you get this message, your data has been saved successfully and you may exit the report.

If you click **Submit Form** and data is missing, a pop up list will appear indicating what is missing. Provide that data and click **Submit Form** again to save the report.

Did you remember to print each page of your report for your records? If not, open each page and do that now.



QUESTIONS?

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